

To get started with electronic filing, go to our website www.kref.ky.gov/efile/getstarted.htm.

There you will find information on electronic filing and an easy link to the vendor's website to download a trial version of the latest Campaign ToolBox™ software.

We ask that you experiment with the trial version before you submit a request to participate in this program. We are sure you will be impressed with the ease with which you will be able to submit your financial report electronically. Once you have experienced how useful this software can be to your campaign, you may print out the Registration Agreement from the Registry's website at www.kref.ky.gov/efile/registration.htm. Complete the form and submit it to the Registry. If you submit the Registration Agreement by FAX, it is possible to have the full version of software up and running in just a few hours.

After submission of the Registration Agreement, you will receive e-mails from the Registry and the vendor. These e-mails will provide the important information needed to convert your downloaded software into full working mode.

Once you have the full working version of the software, you may begin to enter your data and create your financial report. When you are ready to submit your file electronically, you will connect to the Internet and follow the few steps needed to upload your campaign finance statement.

Note: In addition to the electronic file, the Registry's statutes still require the submission of the "hard copy" of the report **with an original signature** that will serve as the official copy of your campaign finance statement. **(Please remember to also submit a hard copy of the campaign finance statement to your County Clerk's office in your county of residence.)**

www.kref.ky.gov

Kentucky Registry of Election Finance
140 Walnut Street
Frankfort, KY 40601-3240

Kentucky Registry of Election Finance

Presents

Electronic Filing On-Line

When using Campaign ToolBox™, by
Adjutant Software, financial reporting is
just a click or two away!

The filing software is **free**,
and the upload process is very **easy**.

Submit your Electronic file

- ***On-line***
- ***Floppy Disk***
- ***CD***

www.kref.ky.gov

Campaign ToolBox™ Software

Choosing to use the **FREE** electronic filing software may be one of the paramount decisions you make when starting your campaign. The electronic filing software was designed to assist candidates in complying with statutory reporting requirements and to streamline agency services to candidates and to the public.

Campaign ToolBox™ offers the following helpful features:

- Bank statement reconciliation
- Prevents the need to calculate large totals
- Cumulative amount checking
- Tracks "secondary contributors" who are not included on the statutory reports but should receive a "thank you" letter
- Records volunteer information
- Extensive filter and sort capabilities
- Wide variety of internal staff reports
- File exporting for use with spreadsheet and database programs
- Efficient keyboard-only data entry
- Pre-report data checking
- Sortable spreadsheet views

Software users have the option of submitting the report electronically, or the report may be submitted by diskette. The campaign can submit the disk by mail or a representative of the campaign may hand-deliver the disk to the Registry of Election Finance's offices, located at 140 Walnut Street, Frankfort, KY 40601.

www.kref.ky.gov

Benefits of Electronic Filing

- Creates Candidate Financial Report and an error report that identifies possible errors reducing the need for amendments
- Tracks cumulative contribution totals
- PAC, Executive Committee and Caucus Campaign Committee percentage calculations are built into the software
- **IT'S FREE !**
- Tracks Unitemized, Cash, and Anonymous contribution information
- Easy entry for contributors who are already keyed in the database
- Internet submission of candidate financial reports
- Saves time for the filer
- Help Desk support
- Creates a database for use in future election

140 Walnut Street
Frankfort, KY 40601-3240
502.573.2226
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It's receiving rave reviews!

What others are saying about Campaign ToolBox™:

- "Simply fill in the blanks and the program does the work for you."
- "The record checking feature picked up errors that I missed."
- "It is quick and easy. Your reports are accumulated at all times."
- "The software is user friendly and convenient."
- "The in-house reports generated by Campaign ToolBox™ were also extremely helpful in accounting for revenues and expenses."
- "It made my first experience at being a Campaign Treasurer a pleasant and worthwhile endeavor."
- "Having been familiar with antiquated methods of reporting, I was awed by the ease with which tasks were completed."
- "The total integration of your Campaign ToolBox™ was a delight."

The number of candidates filing electronically has steadily increased:

- 2002: 365 E-Filers
- 2004: 772 E-Filers
- 2006: 3107 E-Filers

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